



# THE COMPUTER CONNECTION SAUK COMPUTER USER GROUP

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## JULY 8, 2017 MINUTES: SCUG CLUB MEETING

The July 8, 2017 meeting began with President Bendick welcoming everyone to the annual cookout. Margie Fornero led everyone in a prayer before our meal. Chef Joe cooked everything to perfection and members brought many delicious dishes. There were approximately 38 members and guests. The club presented President Bendick with 2-\$50 gift certificates from Walmart and Applebee's for all he has done for the club.

Next, we had a question and answer session with Art and Neal. A drawing was held next for two \$25.00 gift certificates.

A THREE STOOGES clip was shown of members installing cables in the ceiling of the WCSC for the HD security cameras, the club purchase for the center. Filmed by Terry McLennan.

Meeting was adjourned.

*Respectfully submitted by  
Darla Stigall club secretary*

### Club Information

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**BOARD MEETING MINUTES FOR  
JULY 12, 2017**

**Humor from the Net**

**ITALIAN BANK ROBBERY....**

A hooded armed robber bursts into the Bank of Italy and forces the tellers to load a sack full of cash. On his way out the door with the loot, one brave customer grabs the hood and pulls it off, revealing the robber's face.

The robber shoots the guy dead without hesitation! He then looks around the bank to see if anyone else has seen him. He sees one of the tellers looking straight at him; the robber walks over and calmly shoots him dead.

Everyone by now is very scared and looking down at the floor. "Dida anyone else see a my face?" calls the robber.

There follows a tense minute of silence. Then an elderly Italian gentleman, looking down, tentatively raises his hand and says: "I tinka my wife caught a glimpse"

The July 12, 2017 board meeting was held at Wendy's in Sterling. The meeting began a 6:00 PM. Officers attending were Art Bendick, Neal Shipley, Joe Fornero and Darla Stigall. Board members present were Cheryl Johnson, Gloria Schneider, Terry McLennan and trip coordinator Glenda McLennan. President Bendick thanked Joe for a wonderful job cooking our meat for the annual picnic. Members brought a delicious variety of dishes to share. No old business.

Treasurers report was given. Terry made a motion to give former long term secretary Angela Rester a life time membership. The motion was seconded and approved. Future programs were discussed and are August by John Miller on "Better Googling" - ways to improve Google search

results; September- Word by Neal Shipley; October by Terry McLennan on various short topics.

November is filling boxes for Christmas Child with no program scheduled yet.

December is Santa Joe and our Christmas buffet.

A meeting for people going on the Mexican Rivera cruise will be September 9, 2017 at 10:00 AM, 17 people are going.

*Respectively submitted by Darla Stigall, Secretary.*

**Drawing for August**

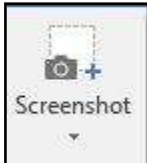
**Large prizes for the August drawing include a new Amazon Fire, \$25 gift card from Walmart or \$25 gift certificate from Applebee's.**

## New Tools in Microsoft Office

BY NANCY DEMARTE

One of Microsoft's strengths is the constant adding and refining of its Office tools. Recently, a few new tools have caught my attention. Here are short descriptions of three of them.

### SCREENSHOT



This tool can capture (take a picture of) any Window or a portion of it and immediately display it in a Word document, Excel worksheet, PowerPoint slide, or Outlook email. It is located on the Insert tab in the Illustrations group in Word, Excel, and Outlook, and in the Images group in PowerPoint.

To use it in Word, first open the Windows you want to take screenshots from. Although you can only take one screenshot at a time, you can have several Windows open, minimized, and waiting for their turn to be captured and placed into a destination document. These can be other Word documents, web pages, or any other Windows. Then open a

destination document, existing or blank, click anywhere in it, and then click the Screenshot icon. The Available Windows gallery appears, showing a thumbnail of each open Window. Click the Window you want to capture and the entire Window will immediately appear in your document.

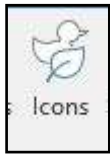
To capture just a portion of a Window, like an image or group of text, click Screen Clipping at the bottom of the gallery, which opens the first Window in the gallery. Wait until the screen turns translucent, then drag your mouse to select the clip you want and watch it appear immediately in your document. You can resize or move a screenshot as you would any object.

Taking screenshot clips of parts of Windows with Screenshot is a bit unwieldy in that you have to be sure the Window from which you are taking a clip is the first one in the gallery. You do this by opening and minimizing the Window you want just

before you make the clip, which will move it to the first position. But Screenshot also has its appeal. It is handy because it is located inside your application, and quick in that it eliminates the Save, Copy and Paste steps.

Screenshot does have one limitation that the old standby, Snipping Tool, handles skillfully – the ability to capture images from hidden menus. If you click a dropdown menu from the ribbon and then click Screenshot - Screen Clipping, the menu disappears. Snipping Tool, an Office app which is included in recent Office versions or can be downloaded from the Office store, handles this task cleverly with its Delay feature, which lets you add a few seconds to re-open sub-menus and dialogue boxes before capturing the image.

### ICONS



This gallery appeared recently on the Insert tab - Illustrations group in Word, Excel, and PowerPoint 365. It includes hundreds of small, black and white icons of everyday items in 26 categories. These can be inserted into documents, worksheets, and slides.

Here are some examples from the Arts category:



Here are three from Technology and Electronics.



Other interesting categories include Sports, Faces, People, Vehicles, Medical, and Home. I can see multiple uses for these in all sorts of documents, worksheets, and slide shows. The images can be moved and resized just like any graphic image. If you

want to use them along with text, be sure to click the Layout button near the inserted icon and choose the Tight or Square option so the text will wrap around the icon.



### ONLINE VIDEO

Online Pictures has been on the Insert tab – Illustration group on the Word ribbon since 2007. Fairly new to the Insert tab, in its own group called Media, is Online Video. Open it to get a choice of Bing Video Search box, YouTube search, or a place to access videos by code. PowerPoint has had online video for several versions. You'll find it on the Insert tab – Media group. Here you have a choice of Online video or Video from your PC.

**NOTE:** You may not find these tools yet in your Office applications. Microsoft has two main purchase options for home users of Office: the boxed/download version called Office 2016 Home & Student and the

subscription version called Office 365 Home or Personal. What you may not know is that while both versions of Office receive automatic security and performance updates periodically, only Office 365 gets new program features and tools as soon as they become available. The boxed version owner will get the new features when they purchase the next version of Office, which is released every three or four years.

In future articles, expect more summaries of new features in the Office suite. Meanwhile, if you have Office 365, check the ribbon every now and then. You may see a few new tools.

*Nancy DeMarte, 2<sup>nd</sup> Vice  
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User's Group, FL  
March 2017 issue, Sarasota  
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# How to Destroy Your Computer in Just Minutes

## Why You Should Avoid Installing PUPS (Potentially Unwanted Programs)

By David Kretchmar

There are plenty of new computers being used that are performing much more slowly than they should. One of the quickest ways to turn a fast, new computer into a slow system crippled by malware is to start downloading software from the wrong sites. Or by downloading the wrong software from what appears to be the right site.

Newer computers being slowed by unwanted programs is a bother, but the damage done by PUPs can be much more serious; PUPs can be responsible for programs

that make it impossible to access any of your files, or otherwise ruin your system.

Every time you download anything from the Internet you first issue permissions that enable the opening of a conduit or vector between the Internet and your computer. The series of complex events is mostly invisible to you, except for your clicking on that virtual button that starts the whole process.

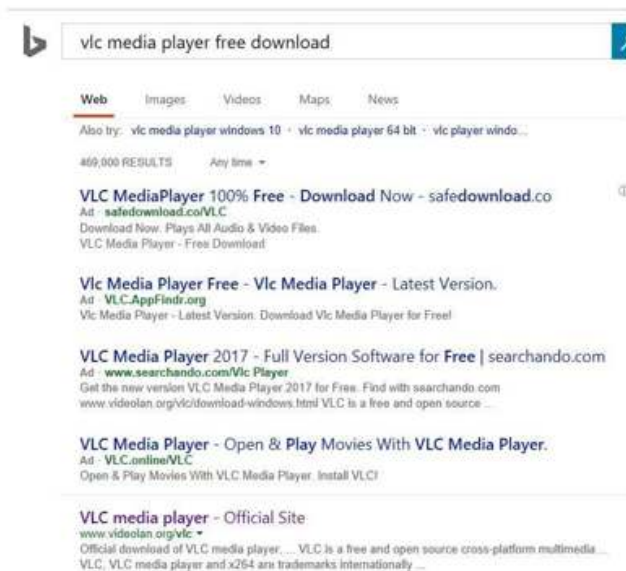
Bing and Google searches often can take you where you don't want to go. When searching for popular software,

source sites. Often those ad links try to install software on your computer that you do not want. It could be anything; it could be a fake driver update program or a scam system cleaning program. Note that my Bing search for VLC media player (left) first showed 4 sites NOT associated with VLC – bad sites.

Testing Misleading Advertisement links

How bad is it? To find out, I installed a fresh Windows 10, plus all Windows updates, on a freshly formatted hard drive. I downloaded and installed the free version of Avast! Antivirus software that brought a hitchhiker of its own - Google Chrome. OK, I wanted Chrome, but not every user would, so I considered this an invasive act by a program I downloaded for protection.

I used Edge, Firefox, and Google Chrome and started using Google and



sponsored search results (which result in unwanted programs) often appear at the top of the search results page, along with links from the actual software



Bing search engines to start searching for popular free programs. The programs I sought are often the first programs that get installed on a PC; Firefox, Google Chrome, OpenOffice, iTunes, Adobe Flash, Java, Adobe Acrobat, VLC, and WinZip. Then, I carelessly clicked on ad results, which appeared above or on the same first page as "real" search results. These paid ads were identified by notes and highlighted in a very pale color to differentiate them (slightly) from the actual search links that appeared nearby.

The ads didn't appear after every search and the ones that appeared varied among searches and were different for different browsers. Sometimes, the first paid ad link actually took me to the software's true source site (i.e. searching for Google offered [www.google.com](http://www.google.com) first). Often Avast would block a download it recognized as harmful, but Avast did not catch

many problems.

For all of the searched for programs, I was able to bring up more questionable sponsored search results within seconds of repeated searching. Misleading results showed up in all search engines and I could not determine that any browser offered better or worse protection than others.

For each ad link, I clicked

for, all of the paid links attempted to tack on unwanted programs. In some cases, if I was careful to read all of the fine print and uncheck boxes, I could get the files I was looking for without a bunch of extra "added value" software, but it was very difficult.

For the purposes of this article, I acted as an inexperienced user (or an experienced user who's not paying attention), and clicked my way through

ads and dialogue boxes that looked like the End User License



through and installed the respective programs via the link or button provided. Instead of delivering just the application I was looking

Agreement (EULA) we're used to seeing through when installing software.

And ... They Got Me!

After installing just a few programs this way, I started accumulating browser toolbars (Bing, Yahoo, and Google), and noticed my search engine and home page had been hijacked to something unwanted. As I continued the process, Windows started slowing down to a crawl.

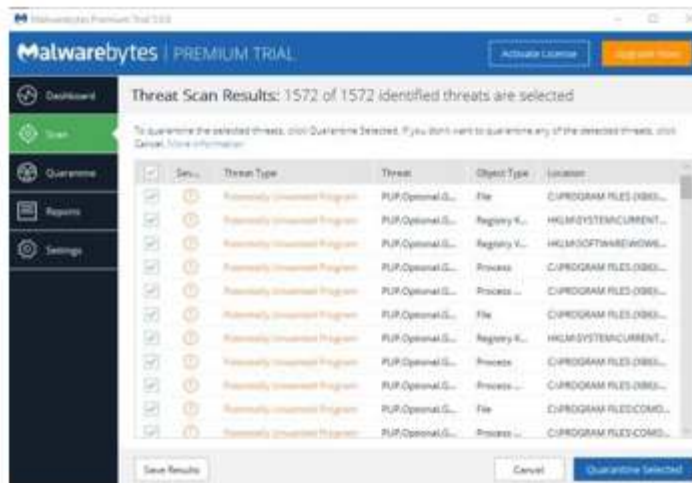
After installing all of the programs on my list, I opened Windows 10's Programs and Features and each browser's extensions and add-ons and counted 39 items that had been installed in addition to the programs I intended to get. On rebooting, three new programs launched popup windows at startup, including two that started running virus/registry scans as soon as they launched, and a couple that flashed warnings windows and offered fixes if I registered and/or upgraded to the full paid version.

Remember this was

originally a clean install of Windows 10 that needed nothing.

Within a few minutes my computer became noticeably slower, plagued by numerous popups, and was becoming essentially unusable.

All of these were nasty, but if even a small fraction of them were, I would be in real trouble.



Conclusions and Recommendations

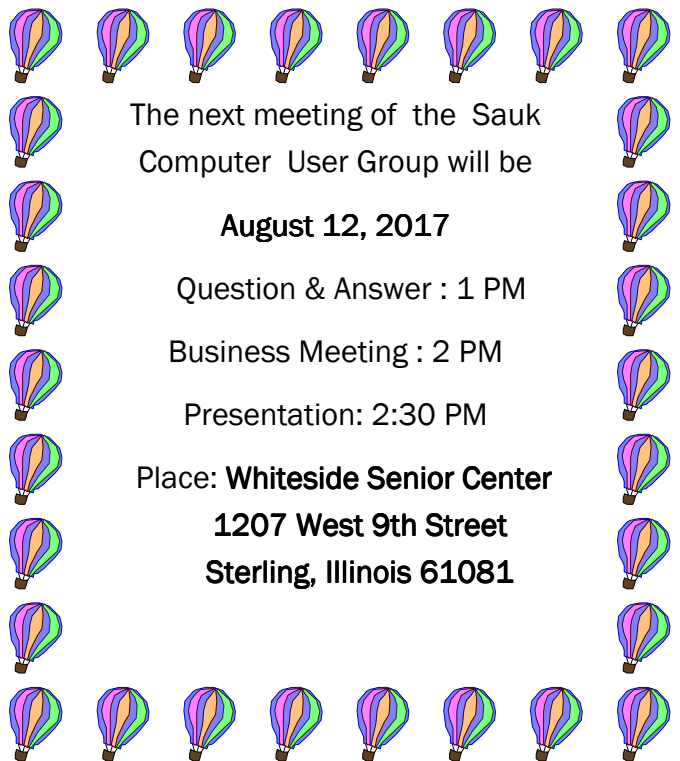
Most of us will have to download some third-party (non-Microsoft) software from the Internet. This does not have to be dangerous if you pay

attention that the software is being offered from the true home site of that product. NEVER download software from any sponsored link, unless the desired software creator is the sponsor.

Do not depend on your anti-malware program to protect you. It will catch some issues, but not all.

David Kretchmar, Computer Hardware Technician, Sun City Summerlin Computer Club, NV  
April 2017 issue, GigiBytes Gazette  
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There will be a Question & Answer Session starting at 1 PM. Bring any questions you have about your computer or problems you may be having. It will be conducted by:  
**Art Bendick & Neal Shipley**



The next meeting of the Sauk  
Computer User Group will be

**August 12, 2017**

Question & Answer : 1 PM

Business Meeting : 2 PM

Presentation: 2:30 PM

Place: **Whiteside Senior Center**

**1207 West 9th Street**

**Sterling, Illinois 61081**

**AUGUST PRESENTATION WILL BE:  
" BETTER GOOGLING " - WAYS TO IMPROVE GOOGLE  
SEARCH RESULTS AND THE LATEST VARIATION OF THE IRS  
SCAM BY JOHN MILLER**